ANNUAL REPORTING  
*(now in ALECS)*

Due Dates (2017 as reference)

It is important that you register in ALECS and have up to date information on file. Before your reporting due date, we will send an email reminder that you may have a report due and you can file that report now.

You cannot file a report before the end of your reporting term (e.g. before the year ends for that report).

How to File

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Getting Started

Fast, Self-Service Licensing

ALECS is an online licensing portal for the OCCC’s regulated industries. Click the button below to log in or create an account.

ALECS

Step by step screenshot guide:

How to Create ALECS Account

After you have received an email notification that the report is open, you may follow these steps.

Begin by navigating to the OCCC website at [www.occc.texas.gov](http://www.occc.texas.gov). Either follow the instructions to create an ALECS account or login to your established account by choosing the ALECS menu button.

Once your business is “claimed” with an ALECS account you can login to manage your business. You can also retrieve a forgotten password here.
Navigate in your ALECS Account

The Industry Reporting Tab is the new location for all things reporting related. You can file reports or view the submission history of past reports here.

Industry Reporting Options

Depending on the type of license, you may be presented one or two options.

Option 1 Webforms:

- File report in web form
- Submission History

This is the only option for Property Tax, Regulated Lenders, and Debt Management Providers who file by Master License
Complete the relevant information for the report you are trying to file and choose next.

Option to bypass

Do you have any loans or Retail Installment Receivables for the state of Texas to Report?

- Yes  - No

If you don’t have any relevant transactions or information for a specific section you may have the option to bypass the section.
Depending on the type of report, there may be “Tool Tips” that provide more information.

<table>
<thead>
<tr>
<th>Wholly owned loans serviced</th>
<th>Installment or Revolving Personal Loans Greater than 10%</th>
<th>No. of Loans Serviced</th>
<th>Amount Serviced</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Personal Installment Loans (Ch 342E, Ch 342F, Ch 346)</td>
<td>[?]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>2. Real Estate Loans (Ch 342G, HE 1st &amp; 2nd)</td>
<td>[?]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>3. Retail Installment Accounts (Ch 345, Ch 347, Ch 348)</td>
<td>[?]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Completing the form

Webforms are to be completed directly from the webpage. Be on the lookout for mistakes that you will need to correct before moving to the next page.

<table>
<thead>
<tr>
<th>Wholly owned loans serviced</th>
<th>No. of Loans Serviced</th>
<th>Amount Serviced</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Personal Installment Loans (Ch 342E, Ch 342F, Ch 346)</td>
<td>500</td>
<td>[ ]</td>
</tr>
</tbody>
</table>
Additional Information to Upload

Certain reports have questions that may require a free text answer or a specific document upload. You must upload documents for these questions to move on.

Electronically Sign

I swear or affirm that all answers on this annual or quarterly report and any attachments are true and complete. Warning: Tex. Penal Code, Sec 37.10 provides that providing false information to a government agency may be a third degree felony offense punishable by not more than ten years in prison or not more than one year in a community correctional facility. In addition to imprisonment, a fine of up to $10,000 may also be imposed.
Download a pdf of Your Submission

After you have submitted your report, you have the option to download a pdf version for your records. You can also always review your submission history for additional report records.

Option 2: Webforms or Bulk submissions

Pawnshops and Credit Access Businesses who file by licensed location have the option of either filing by webform or filing a bulk report (all licenses at the same time).
Other Resources

Additional information about each report is available under the FAQs section in Alecs or the specific regulated industry tab on our website (http://occc.texas.gov/industry), in the reporting sections.

You may also contact annualreport@occc.texas.gov or Karl Hubenthal at 512-936-7652 or Karl.Hubenthal@occc.texas.gov.